

The background is a solid orange color with a subtle, fine-grained texture. On the left side, there are several thin, white, curved lines that sweep upwards and outwards, resembling stylized waves or a fan. The word "ARCHIVIST" is centered in the middle of the image in a large, white, bold, sans-serif font.

ARCHIVIST

Archivist

Archivists collect, organize and maintain control over a wide range of important information that needs to be safely kept for a long time. This information takes many forms: photographs, films, video, sound recordings and computer files as well as paper records, letters and documents. Archivists may work for the government, a museum, a large business or a college or university.

Education Requirements: Master's degree,
Doctoral degree



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The image features a solid orange background. On the left side, there are several thin, white, curved lines that sweep upwards and to the right, creating a sense of motion or a stylized wave. In the center of the image, the word "CURATOR" is written in a bold, white, sans-serif font, all in capital letters.

CURATOR

CURATOR

Curator

Curators are in charge of the displays in museums, zoos, aquariums, botanical gardens, nature centers and historic sites. Curators get the materials to create the displays, store any pieces that are not being shown, decide what will be shown and watch over the purchase, sale, exchange or loan of collections. They are also responsible for organizing and making sure all the pieces of the collection are what they are supposed to be. Curators oversee research projects and help to educate the public about the collections. Today, they are also involved in raising money and advertising to get people to come see the collections.

Education Requirements: Master's degree,
Doctoral degree



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HEALTH CLUB MANAGER

Health Club Manager

Health Club Managers run health clubs, making sure the club is safe and comfortable for those who belong to it. They create and manage programs for members, teach new members about the club and help them create fitness goals and organize workout programs. Health Club Managers select fitness equipment and organize personal training and group exercise programs. They also hire, train and watch over fitness staff.

Education Requirements: Four-Year Bachelor's degree



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The background is a solid orange color. On the left side, there are several thin, white, curved lines that sweep upwards and to the right, creating a sense of motion or a stylized wave. The text "TRAVEL AGENT" is centered in the middle of the image.

TRAVEL AGENT

TRAVEL AGENT

Travel Agent

Travel Agents work alone or with travel agencies to set up hotel, airline and other travel plans for people and groups traveling for business or fun. Travel Agents help travelers find and make the best possible travel plans. They offer information on places and set up transportation, hotels, car rentals and tours for their clients. In the event that plans change in the middle of a trip, Travel Agents help to make new plans.

Education Requirements: Two-Year Associate's degree,
Four-Year Bachelor's degree



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HOTEL MANAGER

HOTEL MANAGER

Hotel Manager

Hotel Managers are in charge of hotels and motels to make sure they make money while providing the best possible stay for guests. Hotel Managers are responsible for everything in a hotel including the front desk, kitchen, dining room, housekeeping, accounting, staff, purchasing, advertising, sales, security and maintenance. In smaller hotels, Hotel Managers may also do a lot of the paperwork. In the smallest places, the owners—sometimes a family team—do all the work necessary to run the business.

Education Requirements: Two-Year Associate's degree,
Four-Year Bachelor's degree



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RECREATION MANAGER

RECREATION MANAGER

Recreation Manager

Recreation Managers organize fun activities for people at playgrounds, campgrounds, resort hotels and theme parks. They are responsible for a recreation program's daily operation, mostly organizing and watching over people during activities to make sure everyone has fun and is safe. They may lead and teach dance, drama, crafts, games and many other sports and fun activities. Recreation Managers also schedule the use of fields and equipment and make sure they are properly used and taken care of.

Education Requirements: High School diploma,
Two-Year Associate's degree,
Four-Year Bachelor's degree



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FOOD SERVICE MANAGER

Food Service Manager

Food Service Managers are responsible for the day-to-day work in restaurants and other companies that make and serve food and drinks. Food Service Managers work to make sure that customers are happy. They watch over the need for and the ordering of food and supplies. Food Service Managers are usually responsible for running the business, including finding new employees and training and watching over them.

Education Requirements: High School diploma,
Two-Year Associate's degree,
Four-Year Bachelor's degree



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RESTAURANT HOST/HOSTESS

Restaurant Host/Hostess

Restaurant Hosts and Hostesses are in charge of meeting customers when they arrive and taking them to tables in a restaurant. They usually divide the dining room into areas of responsibility for each of the servers on duty. Restaurant Hosts walk customers to tables that will work for the size of their group and give them menus. They often make dining reservations, arrange parties and organize special services. In some restaurants, they may also answer the phone and act as a cashier.

Education Requirements: High School diploma



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MEETING AND CONVENTION PLANNER

Meeting and Convention Planner

Meeting and Convention Planners coordinate meetings, special events and conferences. They work to make sure that their client's goals are met on schedule and on budget. Sometimes they may simply provide a meeting space, while other times they may be asked to coordinate every detail of a meeting or convention. This could include anything from getting printed materials and projectors to scheduling speakers, setting menus, providing for hotel space and even setting up fun activities.

Education Requirements: High School diploma



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HOTEL DESK CLERK

Hotel Desk Clerk

Hotel Desk Clerks are responsible for checking guests in and out of the hotel and making sure they are comfortable and have everything they need. Hotel Desk Clerks are always in the public eye and are usually the first person a customer meets in a hotel. Their attitude and behavior greatly affects the way customers feel about a hotel. Hotel Desk Clerks may answer questions about services, checkout times, the local community or other matters of public interest. They report problems with guest rooms or other parts of the hotel to members of the housekeeping or maintenance staff.

Education Requirements: High School diploma



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BUS DRIVER

BUS DRIVER

Bus Driver

Bus Drivers provide transportation for millions of people, from people heading to work and school to people touring a new place. Bus Drivers pick up and drop off passengers at bus stops and stations at regularly scheduled times according to strict schedules. Bus Drivers must operate vehicles safely, sometimes in heavy traffic. They also cannot let light traffic put them ahead of schedule so that they miss passengers. Bus Drivers drive many types of vehicles, from 15-passenger buses to buses that can carry more than 100 passengers.

Education Requirements: High School diploma



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HOUSEKEEPER

HOUSEKEEPER

Housekeeper

Housekeepers provide light cleaning services in homes or businesses—such as hotels, restaurants, hospitals and nursing homes—to keep them clean and neat. In hotels, aside from cleaning and maintaining guest rooms and the rest of the hotel, Housekeepers may deliver ironing boards, cribs, pillows and rollaway beds to guests' rooms.

Education Requirements: High School diploma



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BELL PERSON

BELL PERSON

Bell Person

A Bell Person, often called a bellhop, carries luggage and bags for guests to and from rooms and cabins and in and out of storage areas. They usually work at hotels, but they may also be found on ships, trains, buses and airplanes. Bell captains watch over Bell Persons and give them tasks. A Bell Person typically works between 35 and 48 hours a week on any one of three shifts. Weekend and holiday work is required and employment may be seasonal in resort areas.

Education Requirements: High School diploma



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FOOD AND BEVERAGE SERVICE WORKER

Food and Beverage Service Worker

Food and Beverage Service Workers are the front line of customer service in restaurants, coffee shops and other places that serve food. These workers greet customers, take food and drink orders and serve food and beverages. They also answer questions, explain menu items and keep tables and dining areas clean and set for new customers. Most work as part of a team, helping coworkers to serve customers.

Education Requirements: High School diploma



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RESERVATION AND TICKET AGENT

Reservation and Ticket Agent

Reservation and Ticket Agents usually work in airports, train stations and bus stations, selling tickets, assigning seats to people and checking luggage. In addition, they may answer questions, give directions and review passports and visas. They may be required to help customers who have trouble operating self-service ticketing machines.

Education Requirements: High School diploma



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